BY ORDER OF THE COMMANDER
AIR RESERVE PERSONNEL CENTER

AIR FORCE INSTRUCTION 33-103
ARPC SUPPLEMENT 1
18 JUNE 2002

Communications and Information

REQUIREMENTS DEVELOPMENT AND PROCESSING

COMPLIANCE WITH THIS PUBLICATIONS IS MANDATORY

(ARPC) This supplement implements the guidance of Air Force Instruction (AFI) 33-103 and AFRC Supplement 1. It identifies and assigns Air Reserve Personnel Center (APRC) Directorate of Communications and Information (SC) responsibilities for the C4 systems requirements process.

SUMMARY OF REVISIONS

This revision brings the ARPC supplement in agreement with Air Force and AFRC processes and eliminates ARPC Form 23, **CSRD Tracking**. The AF Form 3215, C4 Systems Requirement Document, ensures C4 systems requirements are identified, processed, tracked, and filled efficiently and cost-effectively.

1. **(ARPC) The C4 Systems Requirements Process.** The ARPC C4 systems officer (CSO) is the Director of Communications and Information (SC).

2. **(ARPC) Responsibilities.**

   2.3.8. (Added-ARPC) HQ ARPC/SC determines documentation requirements at each step of the process. SC certifies technical solutions meet architectural and interoperability standards, prioritizes resource allocation, determines project implementation timeframes, and ensures completion.

   2.3.9. (Added-ARPC) The acquisition office is located in HQ ARPC/SCX. All ARPC AF Forms 3215 are processed by the acquisition office. The acquisition office makes ADPE hardware and software purchases.

3. **(ARPC) Identifying C4 Requirements.**

3.3.1. (Added-ARPC) The HQ ARPC/SC CSRD Board. The HQ ARPC/SC CSRD Board reviews each AF Form 3215 submitted by ARPC requesters. The CSRD Board consists of the SC Director (ARPC CSO), all SC division chiefs, the personnel of the acquisition office in SCX, and other personnel with technical expertise as appropriate. The CSRD Board meets weekly, when needed. The CSRD Board assigns technical review for each CSRD to the appropriate SC division.

3.3.2. (Added ARPC) AF Form 3215. The AF Form 3215 is used to document requirements for telephones, software, hardware, programming, connectivity, turning in equipment, and moves or changes to equipment. The AF Form 3215 is not used for tools, supplies, books, or equipment carrying cases. The AF Form 3215 (CSRD) is used to ensure every SC division is involved in reviewing each requirement submitted; time, resource allocation, and costs expended to complete the CSRD are recorded; and due diligence is taken to ensure the most complete and adequate solution is provided to the requester. The acquisition office, SCX, maintains the CSRD for each requirement submitted.

3.3.3. (Added-ARPC) The requester's approval authority is the Director. In the absence of the Director, the Deputy Director or acting director has the authority to approve and sign the AF Form 3215.

6.2. (Added-ARPC) The ARPC Financial Management Board (FMB) approves the ARPC budget and funding for ARPC ADPE requirements. The SC CSRD Board prioritizes purchases and allocates resources to complete approved actions. The SC CSRD Board forwards requirements for consideration for HQ AFRC/SC central IT funds.

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